

POSITION ANNOUNCEMENT

Legal Assistant 1

Location: Nashville, Tennessee

Executive Appointment
Salary Range: \$2908-3780/mo.

The Tennessee Public Utility Commission, Legal Division, is seeking a Legal Assistant to be an integral part of the legal team, providing ongoing support and assistance to General Counsel and the agency's attorneys. This is a full-time, executive service appointment, under the direct supervision of the General Counsel.

PRIMARY RESPONSIBILITIES: Monitoring, circulating, and tracking agency orders drafted by others; drafting routine Commission orders; preparing and maintaining databases, calendars, files, Conference and case notebooks, data statistics, and case assignments with accuracy; maintaining the legal library and associated billing receipts; preparing correspondence, notices, and other documents as needed; providing back-up support for docket room; and other general office administrative and organizational duties.

MINIMUM QUALIFICATIONS: Qualified candidates will possess a high school or paralegal/legal assistant degree and at least three years of full-time relevant experience. Excellent verbal and written skills, including proofreading, grammar, and punctuation, are required. Strong Microsoft Office skills including Word, Outlook, and Excel are necessary to perform job responsibilities. Candidates must possess the highest level of personal integrity, discretion, and sound professional judgment. Experience with regulatory matters/administrative law preferred.

WHO WE ARE: The Tennessee Public Utility Commission is the regulatory body created by the General Assembly to provide general supervisory and regulatory oversight over all aspects of Tennessee's private-investor owned telephone, natural gas, electric, water, and wastewater public utilities. The Commission also provides administrative and investigative support to the Underground Utility Damage Enforcement Board. The Legal Division provides legal support and advice to all Divisions within the Commission and to the Underground Utility Damage Enforcement Board.

TO APPLY: send a cover letter with resume by email to Kelly.Grams@TN.gov

Or send by mail to:

Kelly Cashman Grams, General Counsel
Tennessee Public Utility Commission
4th Floor, Andrew Jackson State Office Bldg.
502 Deaderick Street
Nashville, Tennessee 37243

Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.